



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY16-65		
Business Title: Administrative Assistant	State Classification: Administrative Assistant III	
Salary Group: A13	Salary: \$2,453.25 - \$3,771.41	Hours/Week: 8:00 am – 5:00 pm, M-F*
Location: Capitol Complex, Austin, Texas		
Posting Date: 05/19/2016	FLSA Status: Non-Exempt	Hours: 40
Closing Date: 06/02/2016	Shift Differential: n/a	Openings: 1
Division: Security and Safety Programs		Program: Risk Management

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY:

Performs complex (journey-level) administrative support or technical program assistance work. Work involves processing photo identification badges, data entry, maintaining files and documentation. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assists in the development and implementation of the agency's safety and risk management loss control policies and procedures.
- Processes and distributes security access cards and identification badges utilizing multiple systems.
- Maintains security access levels.
- Programs access cards for activation and/or deactivation.
- Serves as key, access card, and parking coordinator.
- Opens, edits, and researches work orders.
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
- Maintains badge making supply orders.
- Develops and maintains professional tenant relations; responds to telephone calls, correspondences and other customer service inquiries.
- Performs data entry and retrieval.
- Develops, coordinates and maintains records and filing systems.
- Performs general office tasks.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Three (3) years of experience in administrative support work.
- College education in business administration or technical training in office administrative support or a related field may be substituted for experience on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of office practices and administrative procedures.
- Skill in the use of standard office equipment.
- Skill in the use of personal computers and applicable programs, applications, and systems, including email and word processing software.



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- Skill in proofreading and reviewing documents for clarity and consistency; and in detecting and resolving errors in data.
- Ability to handle multiple tasks.
- Ability to perform data entry and retrieval.
- Ability to prepare and maintain records, files, and reports.
- Ability to use cellular phone and Nextel radio communications.
- Ability to maintain effective working relationships with others.
- Ability to provide customer service.
- Ability to communicate effectively, both orally and in writing.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 0006 Receptionist, 92Y Unit supply specialist, YN Yeoman, 741X CWO Ship's Clerk, 0111 Administrative Specialist, 0102 Manpower Officer, 8A200 Enlisted Aide or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Incomplete applications will not be considered.

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com. Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433



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If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

Work in Texas Job posting ID: 5140794

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